**Individual Development Plan (IDP)**

**Use text boxes below to record three goals per goal category (Career & Personal). There will be a total of 6 goals between personal and professional categories (3 each). Every 2 months (60 days) you will select one goal to focus on with your manager. Official IDP check-ins will be scheduled with your manager to review your goals and determine your bi-monthly goal. Progress towards these IDP goals will be recorded throughout the year and in the commentary section detailed in your IDP.**

Your individual IDP must align to the [company name] goal framework. Your IDP should be the actions you will take to contribute to your desired outcomes for career and personal goals. Focus on actions with the highest impact to yourself and the organization. Make sure your individual IDP goals are:

* Specific
* Measurable
* Time-based
* Balanced with both stretch and attainable objectives

We encourage you to think both short-term and long-term about your goals, provide a blend of goals you want to achieve this year and in the years to come!

**Theme**

Provide yourself a theme for your goals for 2017. Your theme is a simple, overarching idea that will help ground you and provide a stable lens for how you are approaching the year ahead. Your theme can be as short or long as you want- after all, it’s your theme! A theme is intended to be all-encompassing, a lens through which you view your year and goals ahead. To solidify your theme for 2017, detail why this is your theme and why it is important to you.

|  |  |
| --- | --- |
| **2017 Theme** | **Why** |
|  |  |

**Career Goals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Career Goal**  List your career goals (either short or long term) that you want to achieve. | **Measure**  Establish clear measures so you know how success is defined. | **Target Date**  Set a target date for when each goal will be achieved | **Plan**  Describe your action plan for how you’ll achieve each goal. Daily, weekly, monthly fields are provided so you can organize your short-term vs. long-term plan of action. If no action is required, input “N/A” in field. | **Goal aligns with [company name] goal framework?**  **(Y/N)** |
| 1 |  |  |  | **Daily:** |  |
| **Weekly:** |
| **Monthly:** |
| 2 |  |  |  | **Daily:** |  |
| **Weekly:** |
| **Monthly:** |
| 3 |  |  |  | **Daily:** |  |
| **Weekly:** |
| **Monthly:** |

|  |  |
| --- | --- |
| **Strengths & Abilities:** Identify current strengths and abilities you posses that will help you achieve your Career Goals: | |
| **1** |  |
| **2** |  |
| **3** |  |

|  |  |
| --- | --- |
| **Areas for Development & Skills Needed:** Identify areas to be developed and the skills necessary in order to achieve Career Goals: | |
| **1** |  |
| **2** |  |
| **3** |  |

**Personal Goals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Personal Goal**  List your personal goals (either short or long term) that you want to achieve. | **Measure**  Establish clear measures so you know how you will measure your progress towards completing your goal and ultimately define success. | **Target Date**  Set a target date for when each goal will be achieved. | **Plan**  Describe your action plan for how you’ll achieve each goal. Daily, weekly, monthly fields are provided so you can organize your short-term vs. long-term plan of action. If no action is required, input “N/A” in field. | **Goal aligns with [company name] goal framework?**  **(Y/N)** |
| 1 |  |  |  | **Daily:** |  |
| **Weekly:** |
| **Monthly:** |
| 2 |  |  |  | **Daily:** |  |
| **Weekly:** |
| **Monthly:** |
| 3 |  |  |  | **Daily:** |  |
| **Weekly:** |  |
| **Monthly:** |  |

|  |  |
| --- | --- |
| **Strengths & Abilities:** Identify current strengths and abilities you posses that will help you achieve your Personal Goals: | |
| **1** |  |
| **2** |  |
| **3** |  |

|  |  |
| --- | --- |
| **Areas for Development & Skills Needed:** Identify areas to be developed and the skills necessary in order to achieve Personal Goals: | |
| **1** |  |
| **2** |  |
| **3** |  |

**Progress Check-ins**

Describe and evaluate where you are in terms of progress towards each career and personal goal.

|  |  |  |
| --- | --- | --- |
| **Time** | **Individual** | **Manager** |
| **Jan-Feb** | **Goal to focus on:**  **Commentary:** |  |
| **Mar-Apr** | **Goal to focus on:**  **Commentary:** |  |
| **May-Jun** | **Goal to focus on:**  **Commentary:** |  |
| **Jul-Aug** | **Goal to focus on:**  **Commentary:** |  |
| **Sep-Oct** | **Goal to focus on:**  **Commentary:** |  |
| **Nov-Dec** | **Goal to focus on:**  **Commentary:** |  |